

BP-03188



BIDDER CHECK LIST

HAVE YOU SIGNED BID	_____
SIGNED AFFIDAVIT PAGE	_____
INCLUDED PROPER BID BOND	_____
FILLED OUT ALL APPLICABLE FORMS	_____
RETURNED ORIGINAL & DUPLICATE	_____
COPIES OF BID DOCUMENTS	_____

CITY OF BALTIMORE

SPECIFICATIONS AND PROPOSAL

FOR

HEAVY DUTY PAPER BAGS (HOKEY)

TO - THE BUREAU OF PURCHASES

CONTRACT NUMBER – BP-03188

RETAIN THIS COPY FOR YOUR FILE

DATE DUE JUNE 18, 2003 11:00 A.M.

NOTE: QUESTIONS CONCERNING THESE SPECIFICATIONS AND PROPOSAL SHOULD BE DIRECTED TO THE BUYER.

SYLVIA RAWLINSON, STAFF BUYER
TELEPHONE - (410) 396-5724
FAX: 410-396-1822

GENERAL SPECIFICATIONS FOR MATERIALS, SUPPLIES AND SERVICES

SCOPE

For furnishing HEAVY DUTY PAPER BAGS (HOKEY) as called for in the contract documents and bid proposal sheets.

APPLICATION

To be delivered F.O.B. Destination Warehouse #15, 5300 Pulaski Highway, Baltimore, Maryland 21205, 410-396-3915.

CONTRACT PERIOD

This is a requirements type contract for a period of ONE (1) YEAR. The time during which orders may be issued under this contract will terminate at the expiration of the above specified period, which will for the purpose of determining the ending date, start at the discretion of the city Purchasing Agent after the contract award date. The option to renew this contract at the same terms and conditions for an additional year will be at the sole discretion of the City.

QUANTITIES

Delete (A) of Item 2, Reservations of General Conditions of Bid Proposal, Page 1 and insert the following in lieu thereof:

Unless stated otherwise in this specifications and Proposal the City of Baltimore is obligated during the period stipulated to purchase all of its normal requirements of the supplies or services specified from the Seller/Sellers and the Seller/Sellers are obligated to supply the quantities which the City of Baltimore requires for its operation. THE DOLLAR VALUES AND/OR QUANTITIES STATED HEREIN ARE GIVEN AS A GENERAL GUIDE FOR BIDDING BUT ARE NOT GUARANTEED AMOUNT, THEY REPRESENT THE BEST ESTIMATES OF THE CITY.

Actual requirements ordered may be more or less than those estimated herein. If, however, at the end of the period that the contract is legally in force, the City has not placed order(s) for the amount of materials, supplies and/or services estimated in this proposal, said contract may be declared null and void, in which case it will be considered as having terminated. The City will then solicit bids for a new contract at its sole discretion, provided the contract is not extended in accordance with such provisions as may be provided in this contract.

METHOD OF PURCHASE

Purchase Orders or Order Releases will be issued from time to time in such quantities as may be needed by the City.

SAMPLES

Any bidder responding to this bid proposal is required to submit an exact sample and detailed specifications of the item offered. Failure to submit an exact sample may result in bid being declared non-responsive.

All samples are to be submitted prior to bid opening date and clearly marked with vendor's name and bid number to the Bureau of Purchases, 231 E. Baltimore Street, Suite 300, Baltimore, MD 21202, and Attention: Ms. Sylvia Rawlinson.

DELIVERY SCHEDULE

Delivery to be made as soon as possible after receipt of each order, but not later than 20 calendar days.

Releases will be for truckload quantities and should be available for quick release purposes.

METHOD OF EVALUATION

The listed item indicates the material and quality grade required. Alternate offers will be considered if material is specifically described on bid and sample for comparison.

NOTICE OF AWARD

Promptly after the award by the Board of Estimates, the successful bidder will receive an "Award Notification" letter from the City Purchasing Agent enclosing documents which MUST be executed and returned to the Buyer within ten days. This period will be included in the completion time. When these documents are received by the Buyer, a purchase order will be issued after which work may commence or shipments may begin.

FIRST SOURCE HIRING PACKET

See instructions/forms contained in this bid solicitation package.

BID PROPOSAL

PROPOSAL OF _____ TELEPHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

FACSIMILE _____ EMAIL _____

BIDS DUE: **JUNE 18, 2003**

CONTRACT-**BP-03188**

HEAVY DUTY PAPER BAGS (HOKEY)

TO THE BOARD OF ESTIMATES
OF BALTIMORE CITY:

The undersigned agrees to furnish and deliver as specified HEAVY DUTY PAPER BAGS (HOKEY) for the Bureau of Purchases in accordance with the specifications and other documents herein and at the following prices:

The requested information on “pre and post consumer waste”, as all information, must be fully answered. Failure to comply may cause bid to be declared non-responsive.

ITEM #1 – 03-0185-1735

300,000 HEAVY DUTY 2 PLY-50#, 50# PAPER BAGS, WET STRENGTH,
FOR USE IN HOKEY CARTS. SIZE: 16” X 12” X 35”. NO SPLITS
AT TOP. 30 GAL. CAP. SQUARE BOTTOM ONLY. BUNDLES
ARE TO BE PALLETIZED AND STRAPPED, CENTRAL PAPER
#089000, DURO #83452.

\$ _____ /M \$ _____ TOTAL

MFG. _____ PRODUCT NO. _____

BID PROPOSAL

PKG. _____ BAGS PER BUNDLE BUNDLES PER PALLET _____

NET WEIGHT PER BUNDLE _____ LBS.

NET WEIGHT PER PALLET (LESS WEIGHT OF PALLET) _____ LBS.

PALLETS PER TRUCKLOAD _____ AFTER RECEIPT OF ORDER

DELIVERY PROMISED _____ DAYS

AFTER RECEIPT OF ORDER.

ORDERS WILL BE RELEASED BY TRUCKLOAD QUANTITY CONSISTING OF
_____ BAGS.

F.O.B. DELIVERED

TERMS _____
2% - 20 DAYS/NET 30 UNLESS OTHERWISE STATED

FOR INFORMATIONAL PURPOSE ONLY: PLEASE INDICATE PERCENTAGE
OF RECYCLED PRE-CONSUMER WASTE _____ %

POST-CONSUMER WASTE _____ %

METHOD OF AWARD:

Award will be made to the lowest, responsive, responsible bidder.

FIRST SOURCE HIRING PACKAGE:

See the instructions/forms incorporated in this package.